MANAGEMENT
25 March 1965

DD/S ADMINISTRATIVE
INSTRUCTION No. 65-

AUTOMATIC DATA PROCESSING

REFERENCE: DD/S Administrative Notice No. 64-8 dated 30 September 1964, subject: Electronic Data Processing Coordinator

1. Background

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a. Early in 1960, the Support Offices began converting their punched card applications to computer use with the intention that as soon as the original conversion was completed a total study of the management information processing system for the Support Directorate would be undertaken. Phase I of this program, the original conversion, was completed some time ago but for a variety of reasons it has not been possible to complete Phase II, the conduct of the total system study.

b. Since the completion of the Phase I conversion, the individual Support components have become increasingly active in the development of electronic data processing systems. Many additional computer applications have been developed, several are in the process of being converted, and plans for many others have been projected. Each of the Support Office Heads has agreed that a cohesiveness which has not heretofore been present in the development of computer applications is required and the action necessary to accomplish this purpose can no longer be deferred. Accordingly, Phase II of the original plan, a total management information system study, has been undertaken.

2. Support Information Requirements Group

a. To conduct this study, a Support Information Requirements Group has been formed with full-time representation from each of the interested Support components under the direction of a member of the staff of the Deputy Director for Support. The Support Information Requirements Group will develop, to the extent practical, an integrated management information processing system to serve the needs of the Support Directorate as well as the Agency at large. It will attempt to structure a new system that will be responsive to current and projected requirements of all levels of management with enough inherent flexibility to permit satisfaction of ad hoc as well as continuing needs while preserving the minimum essential security compartmentation. In the process, it will attempt to identify and evaluate subsystems and establish priorities for their development.

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b. The scope of the study encompasses the Agency's management information about its human and materiel resources which affects or is affected by more than one element of the system. It intends to service the requirements for information generated by all levels of Agency management.

c. The study will proceed in two parts simultaneously: (1) the human resources system, and (2) the materiel resources system.

d. Representation on the human resources team is:

Office of Finance

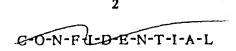Office of Medical Services   25X1A9a

Office of Personnel

Office of Security

Office of Training

e. Representation on the materiel resources team will be announced at a later time.

3. Functions of Support Information Requirements Group

a. To identify, analyze, define, and evaluate requirements for information generated by all levels of Agency management and to generally structure an information system which will satisfy those requirements through the application, as appropriate, of properly designed computer systems and programs.

b. To determine the extent to which integrated systems are desirable, realistic, and practical and ensure that communication among systems and subsystems is properly systematized.

c. To identify and evaluate all subsystems, determine the extent to which they relate to, and are interdependent with, other systems and subsystems and establish priorities for their development.

d. To collect all documents and reports which contribute information to or derive information from the systems; describe their purposes and evaluate the extent to which they serve those purposes; determine the relationship each document and each item of significant information bears to all of the others in the

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system for purposes of evaluating data content, identifying repetitive and unique items and establishing their utility; and to identify items not now in the system as well as those which are present but not currently retrievable for the purpose of satisfying present and projected requirements.

e. Determine and describe what the major data-information flows are and what they should be from input to output.

f. To provide the coordination and action mechanism through which the Office of Computer Services will relate to the problem in performing the computer system design function.

4. Relationships with the Office of Computer Services

a. The Office of Computer Services will be requested to design computer systems and programs for those parts of the total management information system and its subsystems which may advantageously employ electronic data processing techniques in meeting and satisfying requirements as defined by the Support Information Requirements Group.

b. The Office of Computer Services will be requested to furnish staff assistance and guidance to the Support Information Requirements Group during the study of the present system, the definition of requirements, and the structuring of a new management information system, and will be requested to assume the burden of responsibility for computer system design, programming, and equipment selection and operation.

5. Support Offices

a. The success of an effort of this magnitude is completely dependent upon the degree of cooperation and support given by the Heads of the Support components and their Staff and Division Chiefs. You are requested to make available to the Support Information Requirements Group all information they may require and lend them whatever other assistance may be practical.

b. While it may not be reasonable or practical to halt or defer all of the separate interests in and possibilities for using electronic data processing techniques for the improvement of particular operations until this study has been completed, it is vital that no new applications be converted without complete consideration and evaluation of their potential relationship to all other systems and subsystems. All requirements for system improvement, therefore, whether

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immediate or speculative, should be referred to the Support Information Requirements Group for consideration and evaluation before any other action is taken. All liaison with the Office of Computer Services, except established working relationships for ongoing programs, should be conducted through the Support Information Requirements Group.

6. Progress Reports

Progress of the Support Information Requirements Group will be reported periodically to all interested parties either orally or in writing.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

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EXECUTIVE OFFICER

Distribution: 2 B

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